



Senior Science Officer II, Scientific Programs

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission to accelerate world class science to deliver transformative regenerative medicine treatments in an equitable manner to a diverse California and world, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine and gene therapies closer to reality.

General Statement

The mission of the Scientific Programs team is to identify and promote the most promising basic and early stage research in stem cells, genomics and other areas related to regenerative medicine. One of our main goals is to leverage collective scientific knowledge to inspire collaborative research that will accelerate translation of scientific discoveries into successful cures. In addition, the Scientific Programs team supports CIRM's goal to provide opportunities for all by managing and coordinating an extensive portfolio of education and workforce development programs to prepare a diverse and talented pool of individuals for careers in regenerative medicine.

Job Functions

Building the Portfolio

- Assist in the identification and advancement of the most promising research towards:
 - Advance basic, foundational, and mechanistic science that could be impactful to human health.



- Identify and advance the most promising candidate discovery research toward translation.
- Assist in the development of infrastructure elements toward advancing collaboration and data sharing activities to support CIRM's scientific collaborative ecosystem development and implementation.
- Stay current on trends and key developments in the stem cell and gene therapy research field.
- Identify and advance the most promising research towards:
 - Advance basic, foundational, and mechanistic science that could be impactful to human health.
 - Identify and advance the most promising candidate discovery research toward translation.
 - Advance collaboration and network activities to support CIRM's scientific ecosystem.
- Collaborate with CIRM colleagues to develop, administer and improve research training and workforce development programs towards supporting a pipeline of technicians and leaders in stem cell science, gene therapy, regenerative medicine and related technologies that reflect the diversity of California.
- Stay current and open-minded in ensuring only the most promising and well-constructed projects are considered for inclusion into the Scientific Programs portfolio by supporting a highly competitive, fair, and rigorous peer review process.
- Contribute to the development and organization of internal guidance and SOP documents in collaboration with other CIRM teams.
- Provide scientific and funding guidance to investigators pre- and post-award.
- Collect data and help track progress across portfolios – maintain portfolio analysis documents and presentations.
- Support workshop and webinar development.

Advancing the Portfolio

- Assist in accelerating the development of promising projects within the discovery portfolio by providing access to specific, scientific, technical expertise, project design strategies, and working in a collaborative and hands-on fashion with grantees.
- Proactive in identifying risks or deficiencies within active projects and leveraging internal and external resources to find solutions that provide the project with the greatest opportunity for success.
- Seek new and innovative ways to improve on the conduct of science.
- Help to connect scientists with potential collaborators, resources or programs that would advance an important scientific project or direction.
- Collect data and help track progress across portfolios to inform priorities and alignment of ongoing and future funding opportunities.



- Contribute to the planning and organization of CIRM-sponsored webinars, scientific workshops and grantee/trainee conferences.

Managing the Portfolio

- Manage assigned program portfolio of awards:
 - Monitor the programmatic, scientific, and/or technical progress of a grant including milestone achievement in a timely manner.
 - Manage the development of project milestones during PFAR
 - Work in partnership with grants management staff on post-award administration, including review of progress reports.
 - Work closely with internal and external partners to accelerate the development of promising projects.
 - Recommend appropriate action to suspend/discontinue projects when warranted.
 - Proactive in identifying risks or deficiencies with active projects and leverage internal and external resources to ensure success.
- Assess the progress of assigned projects through objective metrics and ensuring the complete and up-to-date reporting on all projects in your portfolio.
- Collaborate with CIRM teams to facilitate success.
- Monitor funding and other resources to ensure they are being used appropriately and efficiently.
- Recommend appropriate action to suspend or discontinue projects when warranted.
- Assist in any other duties assigned by the supervisor.

Communicating the Portfolio

- Represent CIRM and the Scientific Programs team at appropriate scientific, medical, governmental agency, and industry meetings and events.
- Provide clear and timely updates to CIRM leadership on the status of the portfolio.
- Engage with all stakeholders (scientific thought leaders, subject matter experts, patient advocacy groups) to build support for and advance projects.
- Work with CIRM colleagues in Communications to promote, support, and disseminate information about Scientific Programs and related activities to the public and other stakeholders, as appropriate.

Supervision Received

The Senior Science Officer II, Scientific Programs reports to the Vice President, Scientific Programs.

Qualifications and Skills

The Senior Science Officer II will have broad and extensive scientific expertise and experience in cell/molecular biology, or a related discipline especially as applied to



stem cells and gene therapy. Industry experience or familiarity with translational science, data science or academic training programs would be considered a plus. The Senior Science Officer II will have an innate sense of urgency and determination to deliver outstanding results and to find innovative ways of meaningfully advancing CIRM's mission.

- Doctoral degree (MD/PhD, PharmD) in medicine, biomedical research or a related area with 9 years work experience in a science-related discipline beyond doctorate OR, Masters Degree in biomedical research or a related area with at least 12 years work experience in a science-related discipline.
- Preferred 4 years successful demonstrated experience leading independent projects/programs (e. principal investigator on academic research project or leading function of program(s) at a non-academic organization).
- Preferred 4 years successful demonstrated experience leading independent projects/programs (e. principal investigator on academic research project or leading function of program(s) at a non-academic organization).
- Preferred 3 years relevant stakeholder management experience.
- Preferred experience organizing and conducting workshops, symposia, advisory panels, or similar activities to encourage collaboration among investigators and/or to gather advice or recommendations.

Desirable Qualifications

- Demonstrated effective high level communication skills at a senior leadership level as well as with the public.
- Collaborated with others to generate efficiencies, enhance productivity, and develop competencies.
- Demonstrated commitment to an organization's mission as well as team decisions by supporting and working to achieve collaborated objectives.
- Appreciation and adherence to the principles of Diversity, Equity and Inclusion.
- Ability to effectively manage, organize and prioritize multiple projects and meet deadlines in a fast-paced and demanding environment.
- Outstanding communication and interpersonal skills.
- Ability to make clear, concise, and impactful presentations.
- Ability to work collaboratively in a team-oriented environment.

Working Conditions

- Hybrid environment working both in the office and at home. In-person attendance of organizational meetings and board, subcommittee, and working group meetings as required.
- Ability to operate standard office equipment.
- Work outside of normal business hours as needed.



- Some travel within state.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Salary Range and Benefits

The annual salary range for the Senior Science Officer I position is \$168,500 - \$205,000. CIRM offers a competitive compensation and benefits package.

Final Filing Date: February 2, 2023

How to apply

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- California State application [California State Examination/Employment Application \(Std. 678\)](#)
- Resume/CV
- Cover Letter

Application Information

All applicable fields on the State Examination/Employment Application (STD. 678) form must be filled out completely. Resume and cover letter must be included. Clearly indicate on the STD. 678 form in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement. Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov (Electronic applications preferred)

Upon emailing your application package, please put the position you are interested in on the subject line.



Should you mail your application to CIRM, the dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
P.O. Box 980790,
West Sacramento, CA 95798-0790

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Contact Information

The Human Resources Specialist is available to answer questions regarding the application process and the position.

Human Resources Contact:
Kathie Raftery
Email - jobs@cirm.ca.gov

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the Equal Employment Officer listed below:

- Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.



It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at [CalHR Benefits](#).

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at [Merit Systems Principles](#).

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at [Employee Service Employee Benefits](#). This webpage is intended to provide general information.

*All hires at CIRM are Exempt from civil service and considered Excluded for the purposes of collective bargaining.